

Summer Short Courses and Workshops 2004

The Bureau of Food and Nutrition and Iowa State University Extension will be offering a number of workshops this summer. Several new workshops have been planned this year. The "Manager's Update" course will be offered through the ICN to encourage even more people to attend. The session will be taped and can be checked out in case you cannot attend the session. The "Strategies for Effective Team Building" workshop is designed to assist managers and employees in developing effective teams in school foodservice operations. Teams of managers and employees are encouraged to register. The following list describes the content, the intended audience, cost, timeframes and location.

On-line registration is available at <https://www2.adp.iastate.edu/ECE1/conftracks.asp?confid=scfoods> or download the registration forms at <http://www.state.ia.us/educate/ecese/fn/shortcourses.html>

The registration deadlines are important since classes may have limited enrollment or could be cancelled if enrollment is too low, so please register early. If you believe you will have new staff that will be coming, please hold a space under the school name with a contact so materials can be prepared for them.

REGISTRATION DEADLINE FOR ALL COURSES EXCEPT BASIC MATH AND NEW MANAGERS IS MAY 23, 2004.

Class: Building Your HACCP Program **Date: June 9, 2004**

Time: Registration: 8:00 a.m.

Class: 9:00 a.m.-4:00 p.m.

Location: MacKay Hall, Iowa State University

Cost: \$75 Includes lunch, breaks, and materials

Audience: Managers who want to ensure that the food they serve is consistently safe. Participants should have a ServSafe®, Serving it Safe, or comparable food safety certification and at least 3 years of experience in their operation.

Description: Are you concerned about the safety of food served in your kitchen? Can you prove that you and your employees are doing everything possible to

prevent foodborne illnesses? The course will provide an introduction to Hazard Analysis Critical Control Point (HACCP) programs, an advanced system for preventing food safety hazards from occurring in your operation. Participants will receive a starter HACCP manual and more than 100 sample HACCP resources on CD-ROM developed as part of Iowa State University's school HACCP project.

ASFSA CEUs*: 6 Minimum class size: 15 (Class may be cancelled if less than 15 enroll)

Class: Advanced HACCP Seminar

Date: June 10, 2004

Time: Registration: 8:00 a.m.

Class: 9:00 a.m.-4:00 p.m.

Location: MacKay Hall, Iowa State University

Cost: \$30 Includes lunch, breaks and materials

New!!

Audience: Managers who are participating in the ISU School HACCP project or have begun implementing a HACCP program in their operation.

Description: This seminar will provide an update on the latest food safety information, opportunities to learn innovative and cost-effective methods to insure food safety, and receive technical assistance with developing a HACCP plan for your operation. ISU faculty will be available to provide assistance to develop and customize your plan.

ASFSA CEUs*: 3

Minimum class size: 15

(Class may be cancelled if less than 15 enroll)

Class: Managers Update

Date: June 14, 2004

Time: Registration: 8:00 a.m.

Class: 8:30 a.m.-4:30 p.m.

Location: ICN

ICN sites: Des Moines (host site), Waverly, Storm Lake, Red Oak, and Mt. Pleasant

A minimum of 10 participants is needed at each site to have these remote sites.

Cost: \$50 Includes lunch, breaks, and materials

Audience: Managers that have been in food service over 3 years

Description: This course provides a review of current program information, an update of regulatory changes, and practical applications for managers who have been in food service for more than 3 years.

ISFSA CEUs*: 6

Class: Food Service Basics

Date: June 16-17, 2004

Time: Registration – 8:00 a.m.

Class – 9:00-4:00 p.m. June 16 and

8:00-4:00 p.m., June 17

Location: MacKay Hall, Iowa State University, Ames

Cost: \$125 Includes lunches, breaks, and materials

Audience: New Food Service Staff

Description: This course provides an overview of all serving requirements, offer vs. serve implications, food quality and food safety issues. Efficient work practices and working as part of the food service team are also covered.

ASFSA CEUs*: 13

Minimum class size: 30 (Class may be cancelled if less than 30 enroll)

Class: Financial Management

Date: July 6-7, 2004

Time: Registration – 8:00 a.m.

Class – 9:00-4:00 p.m., July 6 and

8:00-4:00 p.m., July 7

Location: MacKay Hall, Iowa State University, Ames

Cost: \$125 per person includes lunches, breaks, and materials**

Audience: Food Service Managers/Directors and School Business Managers/Accountants

Description: Determine how to manage the costs of operating a school food service program. Learn how to collect, analyze, interpret, and apply data from your food service operation to make decisions that will improve your cash flow. Participants will be able to list three ways to increase their local food service revenue. Participants will receive sample financial management resources on CD-ROM to use in their operation.

ASFSA CEUs*: 13

Minimum class size: 15 (Class may be cancelled if less than 20 enroll)

**Please bring current year's budget and the current percentage of free, reduced, and paid students participating in the school lunch and breakfast program for your district.

Class: Strategies for Effective Team Building

Date: July 27-28, 2004

Time: Registration – 8:00 a.m.

Class – 9:00-4:00 p.m. July 27 and

8:00-4:00 p.m., July 28

Location: Scheman Building, Iowa State University, Ames

Cost: \$125 Includes lunches, breaks, and materials

Audience: All Food Service Employees and Managers

Description: This workshop will focus on developing group dynamics and is designed to be a follow-up to the “Joys and Challenges” workshop offered previous summers (prior attendance not required). Identify strategies to create effective teams with employees who have different personality types and ways of working. Participants will be able to identify factors that affect the work environment and develop an action plan to improve it. Teams are encouraged to enroll.

ASFSA CEUs*: 13 Minimum class size: 30 (class may be cancelled if less than 25 persons enroll)

DEADLINE FOR REGISTRATION FOR BASIC MATH AND NEW MANAGERS IS JULY 2, 2004.

Class: Basic Math for Food Service Employees

Date: August 3, 2004

Time: Registration – 12:00 Noon

Class – 12:30-4:00 p.m.

Location: MacKay Hall, Iowa State University, Ames

Cost: \$20 Includes lunches, breaks, and materials

Audience: New Employees

Description: Food service employees will learn procedures to calculate recipe yield, how ingredients used meet the NSLP and SBP requirements. Participants will find equivalent measures and determine how to select correct portion utensils. We will review use of the Food Buying Guide. Production record methods will be taught. **Bring along the new Food Buying Guide, which should have been sent to your school in the past two years.**

ASFSA CEUs*: 3

Minimum class size: 10 (class may be cancelled if less than 10 enroll)

New!!

Class: New Managers Workshop

Date: August 4-5, 2004

Time: Registration – 8:00 a.m.

Class – 9:00-4:00 p.m. August 4 and

8:00-4:00 p.m., August 5

Location: MacKay Hall, Iowa State University, Ames

Cost: \$50 Includes lunches, breaks, and materials

Audience: Food service managers with less than 3 years experience as managers

Description: New managers will be provided NSLP, SBP, and After-school Snack program guidance. The School Meals Initiative regulations will be explained. Application of food service principles and procedures such as menu planning and production records will be taught to help get the new manager off to a good start.

NOTE: Bring two weeks of menus with you. This class will be applying the Food Based Menu Planning option and will only introduce the NuMenus planning option briefly. **Please bring your copy of the new Food Buying Guide that was sent to your school.**

ASFSA CEUs*: 13

Minimum class size: 10 (class may be cancelled if less than 10 enroll)

*- Number of anticipated CEUs; applications are still pending